

Town of Nottingham, New Hampshire
Request for Proposals for Mowing and Maintenance of Municipal Grounds
Due: 2/1/2022

Deliver in person or by UPS/FedEx to:

Town of Nottingham
Attn: Parks and Recreation
Proposal for Mowing of Municipal Grounds
139 Stage Road Nottingham, NH 03290

Or Email proposal to
Kortney Dorow Duball, Parks and Recreation Director (603) 679-3435 x104,
recreation@nottingham-nh.gov

Introduction

The Town of Nottingham, New Hampshire, is accepting proposals from qualified contractors for the following: Mowing of municipal grounds. All proposals must be submitted in accordance with the requirements and all requested information must be supplied. Failure to comply will be reflected in the evaluation process.

These specifications are available on the Town of Nottingham's website as well as at the Nottingham Parks and Recreation Office, 139 Stage Rd. Nottingham, NH 03290.

Proposals will be received until February 1, 2022.

Outdoor facilities are available for view. Please send questions to recreation@nottingham-nh.gov or call the office at 603-679-3435 x104. Based upon the submitted proposals, the Parks and Recreation Department will check references and ask additional questions, as appropriate. Copies of this request form may be obtained, without charge, from the Nottingham Parks and Recreation Office at 139 Stage Road, Nottingham, NH, telephone number (603)-679-3435 x104.

The Town of Nottingham reserves the right to accept or reject any or all proposals and/or to limit the project to a portion, based on the availability of funds and/or as deemed in the best interest of the Town.

Scope of Services

- A. The duration of prospective services shall be for the 2022 mowing season with the Town of Nottingham's right and option to renew annually for up to two (2) additional years under the same terms and conditions.
- B. Every prospective contractor shall be expected to examine all locations where services will be performed.

- C. The selected contractor shall furnish all equipment and necessary supplies to complete services as outlined in this document. The selected contractor shall be responsible for all fees, costs, and expenses associated with equipment and vehicles used in connection with the services identified in this document.
- D. The selected contractor's services shall apply to all the following areas:
- New North Cemetery
 - Old North Cemetery
 - South Side Cemetery
 - New Fire Station
 - Library
 - Old Fire, Old Town Hall, and Grange Building
 - Community Center
 - Including Ball Fields
 - Town Square
 - Marston Property
 - Ballfields
 - Trail Entrance/small field
 - Back Field
- E. The selected contractor will complete services in a workmanlike manner and will use care to ensure that no damage occurs to any Town of Nottingham or third-party property, including but not limited to headstones, markers, monuments, shrubs, trees, and fencing. The contractor shall be responsible for all costs associated with services performed.
- F. The selected contractor shall provide mowing services for areas identified in this document, consistent with the below:
- Frequency of mowing of locations will be approximately every 7-14 days, depending on grass growth. *More attention given through Athletic Seasons. (April-June and August-October).
 - Selected contractor shall ensure that when mowing the ball fields, mowing height is 2.5-3 inches.
 - Selected contractor shall remove all grass clippings and debris from parking areas, sidewalks, walkways, and garden and shrub beds.
 - Mowing shall not occur on Saturdays or Sundays unless contractor receives permission from the Parks and Recreation Director.
 - Will provide grass trimming services as well.
- G. The selected contractor shall perform a final mowing and general cleanup of all areas between November 1 and November 15.

Scope of Services

The selected contractor shall be required to employ all measures and procedures of safety in performing services contemplated by this document.

Proposal Requirements

- Provide a clear break down of cost per mow of each location
- Proof of Insurance (general liability, automobile/equipment, etc.)

- A list of machinery, equipment, and tools that will be used by prospective contractor.
- A list of three (3) current references for which comparable work has been performed, including name, address, and telephone number.
- The prospective contractor's qualifications and experience.

Availability

- Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the project.
- Provide a proposed schedule. The final schedule and deadlines will be negotiated in the contract.

Company Identity

Company Name _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Principal Place of Business (if different than above) _____

Phone _____ **E-Mail** _____

Contact Name _____

Contact Title _____

Authorization

(Person signing must be authorized to sign a contract with the Town of Nottingham)

The undersigned, an authorized agent of his/her company, hereby certifies:

[] I am familiar with all terms, conditions, and specifications herein stated;

[] My organization is qualified to perform work and services as included;

Signature: _____ Date _____